

**BUTTE COUNTY
CHILDREN AND FAMILIES COMMISSION
Friday, September 17, 2004
Meeting Minutes**

Held at the Mira Loma Drive county office, Tahoe Conference Room, the meeting was called to order at 9:15 a.m.

Item 1: Call to Order, Introductions and Agenda Review

Commissioners present: Pat Cragar, Jane Dolan, Jeff Fontana, Mark Lundberg, Sandra Machida, Karen Marlatt, Linda Moore, Phyllis Murdock, Gene Smith Alternates: Yvonne Nenadal

Commissioners absent: Mary Neumann

Staff present: Susan Billings, Anna Dove, Bobbi Dunivan, Cheryl Giscombe and Eva Puciata

Staff absent: None

Also present were: Carol Roberts/VOCS, Peggy Mitchell/BCOE, Marc Richmond/CAABCI, Tom Tenorio/CAABCI, Lee Wood/BCOE, Insu Hyams/Public Health, Joan Ortega/Behavioral Health, Staci Howell/BCOE, Lynn Haskell/VOCS, Terri Hutton/Butte College, Harold Baize/Behavioral Health, Ellen Michaels/Public Health, Byron Brace/Public Health and others who arrived later.

Chair Karen Marlatt opened the meeting with introductions. It was requested that two agenda items be added to the calendar. Per the Brown Act, a two-thirds vote of the body can determine a need to take immediate action when something comes to the agency's attention that was not originally posted on the agenda.

The first request was an addition to the Staff Report, the appointment of a new ad hoc committee membership.

Pat Cragar made a motion to add the appointment of a new ad hoc committee membership as a discussion item under the Staff Report. Sandra Machida seconded the motion. The motion carried.

The second request was an addition to the Public Awareness & Advocacy Committee report, a request to change the Committee from ad hoc to standing.

Pat Cragar made a motion to add a request to change the Public Awareness & Advocacy Committee from ad hoc to standing as a discussion item under Item 8: Public Awareness & Advocacy Committee Report. Phyllis Murdock seconded the motion. The motion carried.

Item 2:Consent Calendar

The consent calendar included the DRAFT July 16, 2004 Commission Meeting Minutes.

Sandra Machida made a motion to approve the consent calendar. Pat Cragar seconded the motion. The motion passed unanimously.

Item 3:Commissioner Recognition

Commissioners and staff presented Mark Lundberg with gifts of appreciation for serving as 2003-2004 Chair to the Commission. Mark went above and beyond the call of duty, serving in excess of the standard one-year term.

Item 4: State Commission Special Needs Initiative

Karen Marlatt recused herself from this discussion item and Chairmanship was turned over to Vice Chair Linda Moore.

Cheryl Giscombe introduced the topic and presenter Tom Tenorio/CAABCI. In August of this year, the State Commission announced a matching funds opportunity for the Special Needs Initiative. The purpose of this Project is to strengthen the School Readiness Initiative and other First 5 CCFC Programs by identifying approximately ten existing First 5 School Readiness Initiative Programs to serve as Special Needs Project Demonstration Sites. Special Needs Project Demonstration Sites would provide families with access to a spectrum and continuum of services appropriate to their child's individual special needs. Applicants funded for the Special Needs Project would be required to participate in a statewide project evaluation so the dissemination of evidence-based practices could serve as a foundation for future program improvement and advocacy efforts.

Discussion between Commissioners and BCCFC shareholders over possible participation has moved quickly, in large part because the final application date is October 4, 2004. In addition, enthusiasm is high at the prospect of offering screening and treatment to special needs children in Butte County. The item was brought forward from the Administration Committee as an action item for the September 17, 2004 Commission meeting.

Tom spoke about the goals of the Special Needs Project (SNP), which include:

- Improve school readiness for children with disabilities and other special needs and their families;
- Improve early identification and intervention for children from diverse backgrounds with disabilities, behavioral/mental health concerns, and other special needs; and, thereby,
- Strengthen the School Readiness Initiative and other First 5 California programs, including Preschool for All and Health Access for All; and
- Produce evaluation results for evidence-based practices that will serve as a foundation for future program improvement and advocacy efforts.

A total amount of \$10 million is available from First 5 CCFC for all Special Needs Project Demonstration Sites over four years. Each County would be eligible for up to \$1 million over four years. County Commissions and their local partners would need to provide at least a 1:1 cash match for funding their Special Needs Project Demonstration Site, in addition to funds already being used as matching funds for other First 5 CCFC Programs. Many eligible BCCFC-funded programs have offered matching funds for the Project and the Commission is being asked for up to \$200,000 over four (4) years, the goal being to reach the maximum State matching funds of \$1 million.

Tom addressed many of the Commissioners questions:

1. *How big is the problem? How much of the population is unscreened? How do you show an increase in the numbers of incidences?* CAABCI reports approximately 120-200 special needs cases per year in their care. An average of 10-13% of Butte County's 0-5 population is currently not being served and, outside of that population, an additional 20-30% are entering school with some type of unscreened/untreated social or emotional issue.
2. *Evaluation is a component of the Project. How would that need be met?* The RFP requires that a 0.5 FTE be hired through the grant, to work directly with the State. The State is going to develop an evaluation component that will be administered through each of the ten demonstration sites that are funded.
3. *Who would write and submit the RFP?* It would be a collaborative effort between BCCFC, CAABCI, Head Start and VOCS, with CAABCI taking the lead.
4. *The Demonstration Site is a four-year commitment and our partners are funded for three years. Is the requested match based on the Commission's three year funding cycle?* Yes.

5. *VOCS would provide partnership through processing of payments for children referred for services. Is it possible to bill MediCal for some of these costs?* It would be up to the case management and screening team to refer to the appropriate resources that are available in the community. Yes, in many cases MediCal can be billed. The funds being requested for this Project are intended to provide screening and treatment where absolutely no other resources are available.
6. *It seems critical that the school districts get on board with this Project and use the assessment tools for their needs, as well. Is that mechanism in place?* Head Start currently has a protocol in place with each of the school districts to provide referrals to special education. However, strengthening that connection is well within reason.

It is critical to align screening services currently being offered by various agencies in Butte County. Duplication of services is occurring and it is commendable to attempt to link all of these agencies together. One immediate goal would be to get a commitment from the involved school districts to support the Project.

Mark Lundberg made a motion to approve the Butte County Children & Families Commission application to the State Commission for matching funds, for a total amount not to exceed \$50,000 per year for four (4) years, provided the Administration Committee reviews and approves the final application prepared by Commission staff in collaboration with CAABCI, Head Start and VOCS. Sandra Machida seconded the motion.

Jeff Fontana intervened that he could not see this application going forward without School Readiness as a partner. Heather Senske clarified that School Readiness would support the Project in every way possible.

Phyllis Murdock suggested that, rather than call a special Administration Committee meeting to review the proposal, Vice Chair Linda Moore work with staff to provide that oversight.

Mark Lundberg amended his motion to approve the Butte County Children & Families Commission application to the State Commission for matching funds, for a total amount not to exceed \$50,000 per year for four (4) years, provided Vice Chair Linda Moore reviews and approves the final application prepared by Commission staff in collaboration with CAABCI, Head Start and VOCS. Sandra Machida approved the amended motion. The motion passed unanimously.

Item 5: Administration Committee Report

Item C (Closed Session) was moved to the end of the meeting.

In the interest of time and hearing no objections, the report was limited to discussing agenda items.

- A. Commissioners reviewed the First 5 Association position paper on the State Department Audit on State Commission and five other County Commissions. The paper was developed in collaboration with all fifty-eight Counties at the State Association level. The Association asked that each County Commission review the position paper and weight in on whether or not they would support forwarding the paper to the State Commission for consideration. Jane Dolan noted that the statement "The development and utilization of best practice models for County Commissions will begin immediately" implies that it has not been done in the past. In fact, we have had auditing procedures in place since the initiation of the Commission. It was suggested to note that in our response to the Association.

Jeff Fontana made a motion to support the First 5 Association position paper. Pat Cragar seconded the motion. The motion passed unanimously.

- B. It was recommended that a special meeting be held to review the Annual Report and Audit, both of which are due October 15, 2004. It was agreed to hold the special meeting on October 12, 2004 at 9:00 AM.

Pat Cragar made a motion to hold a special meeting on October 12, 2004 at 9:00 AM to review the Annual Report and Audit. Gene Smith seconded the motion. The motion passed unanimously.

Item 6: Preschool For All Report

The Preschool For All (PFA) vision begins with the belief that all children deserve the opportunity to enter school having had positive learning experiences. In July 2003, the State Commission provided leadership and funding (\$100 million) to initiate ten PFA Demonstration Projects throughout California. BCCFC did not apply, because the design was too prescriptive and limited County Commission flexibility, which was vital to meeting the unique needs of a county with very rural/geographic challenges. In the fall of 2003, a PFA ad hoc committee was established to take a broader approach, which took into account the many avenues for early childhood learning opportunities and environments other than traditional preschool center settings. The committee currently includes Commissioners Fontana, Marlatt, Moore and Smith, as well as representatives from Head Start, Valley Oaks Children's Services, Butte County Office of Education and Chico State University.

AB 712 California PFA Legislation was passed by a 61-to-19 vote in the Assembly and a 22-to-13 vote in the Senate during the final hours of the legislative session. This legislation is intended to establish a number of infrastructure guidelines for adopting PFA Statewide. If it becomes law, AB 712 will:

- Create a Workforce Development Blue Ribbon Committee and require the Committee to create a workforce development plan that "develops an infrastructure for educating, preparing, and supporting a well trained, culturally and linguistically diverse teaching and administrative staff to work in high-quality early care and education programs, Preschool for All programs, and kindergarten and grades 1 to 3, inclusive" by January 1, 2006.
- Require the First 5 California Children & Families Commission, subject to the Commission's approval, to undertake a study of the estimated cost of a voluntary preschool-for-all program in California by November 1, 2005.

The ad hoc committee has discussed applying to the State Commission for funding to help with the local planning process and/or proposing BCCFC funding. Jeff Fontana commented that it is important that this community defines for itself what kinds of programs and services are best suited for the community. He supports the concept of a community planning effort that bridges a variety of stakeholders. Should that be successful, we can assert to the State level that our needs are not being addressed in the big picture planning process and ask the State to participate in the sharing of our local planning efforts.

A member of the public commented that PFA is offered in several other states- New York, Georgia, Massachusetts- and it is coming to California. What it looks like and how it is implemented is still in the planning phase, but it feels like the "road" has turned into a "super highway". We need to figure out how best to participate, while meeting our unique rural needs.

It was decided that Gene Smith would report the activities of the PFA ad hoc committee to the Commission at each regularly scheduled Commission meeting.

There was a break from 10:45-11:00 am.

Item 7: Special Funding Requests from Butte County Public Health, Health Education Division and Behavioral Health Departments

The first Special Funding Request (SFR) to be discussed was Butte County Public Health Department, Health Education Division's Tobacco Free Children and Families Project. Mark Lundberg and Phyllis Murdock recused themselves from this discussion.

Ellen Michaels and Byron Brace presented information on the program. Although Butte County currently receives over \$4 million dollars a year in tobacco-related funds, none of the money is currently going to provide smoking cessation services, and there are no other sources of funding currently available. Although the American Lung Association offers smoking cessation classes to Butte County residents, their funding is minimal and not secure. Not all pregnant smokers and their families are willing or able to attend an 8-week class, which is what they must commit to in order to receive services. Lack of transportation and childcare are also barriers. The California Smokers' Helpline offers telephone counseling cessation services, but does not meet the needs of people lacking self-direction and the ability to follow through with a program on their own. The Tobacco-Free Children and Families Project would provide smoking cessation and case management services to pregnant women who smoke, and to families with children 0-5 who may be exposed to secondhand smoke. Through partnerships with the American Lung Association, WIC, Head Start, Public Health, the Department of Employment and Social Services, Obstetricians, Pediatricians, Midwives, and Valley Oaks Children's Services, the goal would be to reduce the number of women who smoke during pregnancy, and the number of children exposed to secondhand smoke in Butte County. Through educational outreach, tobacco cessation services, and targeted case management the Tobacco-Free Children and Families Project would greatly improve the health of children within our county for years to come. Ellen concluded by saying that, due to the limited services currently available in Butte County, it is extremely important that Butte County begin providing smoking and second hand smoke education and cessation services as soon as possible.

At the August 25, 2004 Administration Committee meeting, Cheryl Giscombe's recommendation was to deny funding for this special funding request. She felt that there was insufficient justification for out of cycle funding, which is designed for emergent needs. Also, the SFR proposal closely resembled the proposal submitted during regular RFP cycle, which was not selected for funding through a competitive bid process. Commissioners discussed their interpretations of the special funding policy, which says that requests for special funding must show 'compelling' reason. They also discussed the requirements of current BCCFC-funded programs to offer smoking cessation services. Finally, there was a discussion on whether money was available for the full three years requested.

Gene Smith made a motion to fund the Butte County Public Health Department, Health Education Division's Tobacco Free Children and Families Project Special Funding Request for the period of July 1, 2004 through June 30, 2007 for a total three-year amount of \$267,580.00. Jeff Fontana seconded the motion. By a 6 to 1 majority vote, the motion failed.

The second Special Funding Request to be discussed was the Butte County Department of Behavioral Health Infant/Toddler Mental Health Program (ITMHP). Karen Marlatt and Yvonne Nenadal recused themselves from this discussion. Chairmanship was turned over to Vice Chair Linda Moore.

Harold Baize and Joan Ortega spoke on behalf of the Behavioral Health program. DBH is currently going through major changes, with budget cuts affecting public services and the impending countywide PARS retirements creating a shortage of experienced staff. Without additional funding from the Commission, critical portions of the ITMHP program will suffer. For example, outreach and staff development are two areas of the program that can no longer be covered through Medical. In addition, VOCS has expanded to the greater Oroville area. Soon, there will be a much higher number of children being screened and identified as needing some sort of behavioral treatment. Without continued funding, providers are going to be focused on older children and severely mentally ill. The ITMHP program provides critical early intervention for children ages 0 to 5.

If the Mental Health Initiative passes in November, the ITMHP program might not need Commission funds for sustainability. Phyllis Murdock said that she would like to support the proposal, with the caveat that if state funds are approved in November, the Commission re-evaluates whether or not there is still a need. The program is financially stable for the moment, with rollover funds available through December 2005.

Phyllis Murdock made a motion to bring the ITMHP Special Funding Request to the November Commission meeting as an item for discussion/action, pending the outcome of the initiative on November 2, 2004. Pat Cragar seconded the motion. The motion passed unanimously.

Item 8: Public Awareness & Advocacy Committee Report

Jeff Fontana presented an update on Public Awareness and Advocacy Committee (PAAC) activities. The Committee is gaining legs and would like to have some autonomy to create timely, thorough press releases about grantees. Commissioners were supportive of the idea and encouraged Committee members to raise the Commission's positive profile in the public eye through media efforts. The state legislature looms large, as do negative media articles coming out of other counties. This is the time to report our outcomes to the public. Along the same lines, committee members would like to invite grantees to attend PAAC meetings for media guidance purposes. PAAC members are currently developing a work plan and will address grantees at the November Grant Council Meeting with the idea. If grantees are invited to attend PAAC meetings, the Brown Act requires the Committee to become a publicly recognized Committee.

Sandra Machida made a motion to change the Public Awareness and Advocacy Committee from an ad hoc Committee to a standing Committee. Pat Cragar seconded the motion. The motion passed unanimously.

Item 9: Strategic Plan & Evaluation Committee Report

Sandra Machida presented an update on Strategic Plan & Evaluation Committee (SPEC) activities. The Committee, in partnership with Duerr Evaluations (DER), is currently working to obtain missing indicator data sources. Much of the data can be obtained from existing sources. However, some local data is not available. DER proposes to conduct an annual School Readiness survey of kindergarten teachers and a parent survey (every two years) to obtain the missing baseline data. The Committee will be meeting with the Advisory Committees for review and input on the revised "Proposed countywide indicators to monitor progress towards achieving Desired Outcomes". The Advisory Committees may be able to provide additional resources for baseline data.

DER will be asking the grantees for yearly summary evaluations. They will also be completing Retrospective Evaluation Reports on exiting grantees.

The BCCFC has not adopted a definition for "children 0-5". While some Commissions stop services on a child's fifth birthday, others serve children up to their sixth birthday. The PEDS system counts children as core participants up until their sixth birthday. Because grantees are unclear of the BCCFC's definition, they are making a determination of the definition themselves. For consistency in providing services and for evaluation purposes, the SPEC Committee requested that the Commission adopt a definition. It was recommended that the Commission adopt the same definition as the statewide evaluation; children are served until their sixth birthday.

Sandra Machida made a motion that the BCCFC adopt the definition of "children 0-5" as meaning "prenatal children through the sixth birthday". Linda Moore seconded the motion. The motion passed unanimously.

Item 10: Staff Report

In the interest of time, the staff report was limited to items requiring action.

Matson and Isom have been diligently working on the annual audit. They requested that Commissioners make a motion to revise the Restricted for Long-term Sustainability amount, as the undesignated amount at 6-30-04 was negative, meaning more was restricted than was available to restrict. Some reasons for this are that the Special Funding designation was created in FY03-04, and Reserve for Encumbrances and Reserve for Special Programs are broken out of the fund balance.

Jane Dolan made a motion to revise the Designated for Long-term Sustainability fund balance to \$4.5 million as of 6-30-04. Sandra Machida seconded the motion. The motion passed unanimously.

Eva Puciata asked Commissioners if they agree that the \$40.4K remaining in the FY03-04 Special Fund should be added to the available dollars in the FY 04-05 Special Fund. This would make the FY 04-05 Special Fund total \$303.3 thousand dollars.

Commissioners suggested the subject be Agendized for the November Commission meeting.

Linda Moore requested to be removed from the School Readiness ad hoc Committee and the Project REWARD Committee, in light of her participation with the Administration Committee. Yvonne Nenadal has voiced an interest in serving on the School Readiness committee and Jeff Fontana, who already serves on the Project REWARD Committee in another capacity, has voiced an interest in filling Linda's vacancy.

Pat Cragar made a motion to relieve Linda Moore from serving on the School Readiness and Project REWARD Committees and, in her place, appoint Yvonne Nenadal as Linda's replacement on the School Readiness Committee and Jeff Fontana as Linda's replacement on the Project REWARD Committee. Sandra Machida seconded the motion. The motion passed unanimously.

Karen Marlatt asked to be removed from the Strategic Plan & Evaluation Committee. No replacement would be necessary, as there are three other Commissioners serving on that Committee.

Phyllis Murdock made a motion to relieve Karen Marlatt from serving on the Strategic Plan & Evaluation Committee. Linda Moore seconded the motion. The motion passed unanimously.

Public Comment: Heather Senske/BCOE asked whether meeting notes from ad hoc Committees could be posted on our website. The question was referred to the Administration Committee for discussion. There was no further public comment.

The Commission went into closed session with Program Manager at 12:15 P.M. The Commission approved postponing for six months, hiring for pending Administrative Analyst position vacancy presently held by Bobbi Dunivan who is retiring in December 2004. The purpose of the postponement is to assess if there is a current need to reduce present staffing and/or possibly expand contracted services to Duerr Evaluation Resources.

Additionally, Commissioners discussed the Program Manager's (PM) annual Butte County performance evaluation due on January 25, 2004. Commissioners present determined that the overall rating for period in question, meets expectations. Another more detailed performance evaluation was discussed, which was adapted from Yolo County Children & Families Commission for their Executive Director position. The PM was asked to present to the Commission during subsequent closed session meeting, a self-development plan for the next rating period, which addresses identified areas for improvement. Commissioners requested closed sessions be placed on future Commission meeting agendas until further notice for the purpose of discussing PM performance progress achieved and additional personnel considerations.

Minutes by Susan Billings
Administrative Assistant
Approved November 19, 2004